

Sample Cover Letter

Your Contact : Co-op Student
Information : 123 Main St.
Everytown A1A 1A1
(123) 456-7890
student@internet.ca

Date : September 15, 1999

Employer's : Mr. Robert Mullin
Contact : Accounting Manager
Information : Sierra Company Limited
550 San Domkin Road
Mississauga, Ontario
L5T 3H7

Salutation: Dear Mr. Mullin:

Introduction : I am interested in a Co-operative Education placement with your company in the Accounts Payable Department. My placement dates are September 29 to January 15, 1999.

Body : I have enclosed my resume for your perusal. My previous work experience has given me a variety of important employability skills in the area of customer service and financial management. I have had the opportunity to handle cash flow, participate in budget meetings and observe some aspects of an accountant's job. My interpersonal skills have been enhanced through my supervision of three other part time employees and conducting group ski lessons.